

Use of the cover page for this annex is optional and recommended if the annex is a separate volume. It should include the title of the plan, month and year of adoption by the local governing board and a copy of the local seal. The month and year are the same as the adoption of the EOP. A picture or diagram may be included.

EMERGENCY OPERATIONS PLAN (EOP)

Emergency Support Function

FOR

[Local Jurisdiction]

[Insert Locality Seal Here]

[Month]

[Year]

Introduction to the Emergency Support Function Annexes

The emergency support function annexes follow the basic plan and add specific information and direction to the EOP. Each annex focuses on specific responsibilities, tasks, and operational actions that pertain to the performance of a particular emergency operations function.

The ESF format is used in the National Response Framework, the Commonwealth of Virginia Emergency Operations Plan; numerous local jurisdictions have also incorporated it into their plans. The ESF structure facilitates the orderly flow of local requests for governmental support to the state and Federal levels and the provision of resources back down to local government during an emergency.

Each annex should identify an ESF coordinator and the primary and support agencies for the function. Each ESF annex includes examples of expected mission execution for each emergency phase and identifies tasks assigned to members of the ESF, including nongovernmental and private sector partners. The information included in each ESF is sample text and should be edited to mirror local capabilities and resources.

Emergency Support Function (ESF) 1 – Transportation

ESF – 1 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose and Scope

A. Purpose

1. Emergency Support Function (ESF) #1 – Transportation assists local, federal, and state government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. Emergency Support Function #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

B. Scope

Assistance provided by ESF #1 includes, but is not limited to:

1. Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster;
2. Facilitating damage assessments to establish priorities and determine needs of available transportation resources;
3. Prioritization and/or allocation of all government transportation resources;
4. Processing all transportation requests from local agencies and emergency support functions.

This ESF will coordinate evacuation transportation as its first priority; and facilitate movement of the public in coordination with other transportation agencies.

C. Policies

1. Local transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident;
2. Local transportation planning will recognize State and Federal policies, regulations, and priorities used to control movement of relief personnel, equipment, and supplies;

3. To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by local government prior to an incident. Each ESF is responsible for compiling, submitting, and updating information for inclusion in the ESF #1 prioritized shipments.

II. Concept of Operations

A. General

1. The Emergency Operations Plan provides guidance for managing the use of transportation services and deployment of relief and recovery resources.
2. A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities will be hampered by lack of useable surface transportation infrastructure.
3. The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies.
4. Disaster responses, which require usable transportation routes, will be difficult to coordinate effectively during the immediate post disaster period.
5. Clearing access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.
6. All government transportation resources not being used for the emergency/disaster will be available for use.
7. All requests for transportation support will be submitted to the Emergency Operations Center for coordination, validation, and/or action in accordance with this Emergency Support Function.

B. Organization

1. **[Local Jurisdiction]** in conjunction with the Virginia Department of Transportation, is responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster.
2. **[Local Jurisdiction's Agency]** will provide a liaison and provide information on road closures, alternate routes, and infrastructure damage, and debris removal, rail and bus transit and restoration activities.
3. **[Local Jurisdiction's Agency]** in conjunction with support agencies will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:
 - Close infrastructure determined to be unsafe
 - Post signing and barricades
 - Maintain and restore critical transportation routes, facilities, and services

C. Actions

1. ESF #1 will develop, maintain, and update plans and procedures for use during an emergency
2. The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident
3. Alert local primary agency representative of possible incident, and begin preparations for mobilization of resources
4. If necessary contact state or federal agencies and alert Secondary Agencies.
5. Assess initial damage and work to decide on the priorities for reconstruction and restoration of critical transportation facilities
6. Keep record of all expenses, and continue through the duration of the emergency
7. Prepare appropriate facilities for possible use
8. Locality will communicate and inform the State EOC of actions and intentions
9. ESF #1 staff coordinates the use of transportation resources to fulfill mission assignments and follow established practices and procedures
10. Continue to provide support where needed

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Partners with State and Federal departments as well as local industry to assess damage and impact on transportation and infrastructure
2. Coordinates and implements, response and recovery functions under Primary agency statutory authorities
3. Assists with determining the most viable transportation networks to, from and within the emergency or disaster area and regulates the use of these transportation networks
4. Identifies resource requirements for transportation and coordinates their allocation

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]

- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 2 – Communications

ESF – 2 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. The purpose of Emergency Support Function #2 – Communication is to support public safety and other county agencies by maintaining continuity of information and telecommunications equipment and other technical resources. ESF #2 is responsible for keeping the public and county employees informed in regards to an emergency situation, provide guidance when appropriate to help save lives and protect property, and support county agencies with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources. This section describes the locality’s emergency communications/notification and warning system. The locality will coordinate with the State Emergency Operations Center should outside assistance be required.

B. Scope

1. ESF #2 works to accurately and efficiently transfer information during an incident. This ESF is also responsible for the technology associated with the representation, transfer, interpretation, and processing of data among people, places, and machines. Communication includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any natures by wire, radio, optical, or other electromagnetic systems.

C. Policies

1. The Emergency Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality warning point;
2. The ECC is accessible to authorized personnel only;
3. The ECC staff consists of the E-911 Shift Supervisor, Dispatchers, and other designated representatives. Support personnel to assist with communications, designated logistics, and administration will also be designated.

4. The E-911 Shift Supervisor will be available for decision-making as required and will serve as the lead person responsible for coordinating communications during a disaster event and for initiating notification and warning of appropriate personnel.

II. Concept of Operations

A. General

1. The Emergency Operations Plan provides guidance for managing emergency communications resources.
2. The Locality's Communications Center is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP).
3. The Emergency Communications Center (ECC), located at **[Insert Address]** and is located in close proximity to the Emergency Operations Center and is accessible to authorized personnel only. The ECC is most often the first point of contact for the general public. The ECC has the capability to access the Emergency Alert System to deliver warnings to the public. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.
4. The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be installed in the Emergency Operations Center (EOC) to coordinate emergency operations. The primary EOC is located at **[Insert Address]**, with a back up location available at **[Insert Address]**.
5. At least one phone with a special publicized number will be reserved for "rumor control" to handle citizen inquiries. The Coordinator of Emergency Management will coordinate with the telephone company to provide these services.
6. Amateur radio operators may provide emergency backup radio communications between the EOC and the State EOC, should normal communications be disrupted. They may also provide communications with some in-field operators.
7. It is important that while communicating, standard or common terminology is used so that multiple agencies are better able to interact and understand each other.
8. Should an evacuation become necessary, warning and evacuation instructions will be put out via radio **[Insert Radio Stations]** and TV **[Insert Television Stations]**. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service

facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk.

B. Organization

1. The Coordinator of Emergency Management will assure the development of SOPs on the part of each major emergency support service. Generally, each designated agency should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like agencies in adjacent localities, and provide ongoing training to maintain emergency response capabilities. When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The Public Information officer will represent and advise the Incident Commander on all public information. This includes rumors that are circulating the area, what local media are reporting, as well as warnings and emergency public information.
2. The EOC support staff will include a recorder, message clerk, and other support personnel as required relieving the decision-making group of handling messages, maintaining logs, placing maps, etc. An EOC wall map should be prepared and be readily accessible. A separate Reports Section should also be established as an adjunct to the EOC staff.
3. **[Local Jurisdiction]** emergency communications are heavily dependent on the commercial telephone network. The telephone system is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage. Technical failure or damage loss of telecommunications equipment could hamper communications or the ability to communicate with emergency personnel and the public throughout the locality. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to compensate for technical failure or damage to telecommunications resources in the locality during an emergency.
4. Amateur radio operators and other nongovernmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Director of Emergency Management or the Coordinator of Emergency Management. The amateur radio and other nongovernmental volunteer operators will be required to actively participate in regular training and exercises established by the Office of Emergency Management.

C. Actions

1. ESF #2 will establish a working arrangement between the local Primary Agency, the local Emergency Operations Center, and local news media;
2. The ECC will initiate notification and warning of appropriate personnel. Landline telephones, voice or data-2 way radio, and wireless

telecommunications devices may be utilized to notify public officials, EOC staff, emergency personnel and others, as required;

3. Emergency service vehicles equipped with public address systems may be used to warn the general public
4. The Coordinator of Emergency Management or his/her designee must authorize the use of the Emergency Alert System
5. Emergency warning may originate at the federal, state, or local level of government. Timely warning requires dissemination to the public by all available means:
 - Emergency Communications Center
 - Emergency Alert System
 - Local radio and television stations
 - NOAA Weather Radio – National Weather Service
 - Mobile public address system
 - Telephone
 - General broadcast over all available radio frequencies
 - Newspapers
 - Amateur Radio Volunteers

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, nongovernmental and private sector agencies required for mission support
2. Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls
3. Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor
4. Provide additional staffing in the EOC to assist with communications functions
5. Develop and maintain an emergency communications program and plan
6. Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major incident
7. Maintain records of cost and expenditures and forward them to Finance Section Chief

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- **[Insert Role]**

- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]

- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 3 – Public Works & Engineering

ESF – 3 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function (ESF) #3 - Public Works and Engineering will assess the overall damage to public and private property. ESF #3 will also conduct necessary inspections to ensure the integrity of buildings, assist with debris removal and ensure that any rebuilding complies with existing zoning and land-use regulations.

B. Scope

1. ESF #3 is structured to provide public works and engineering-related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions.

Activities within the scope of this function include:

- Conducting pre-and post-incident assessments of public works and infrastructure
- Executing emergency contract support for life-saving and life-sustaining services
- Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services
- Providing emergency repair of damaged infrastructure and critical facilities

C. Policies

1. Personnel will stay up to date with procedures through training and education;
2. The primary agency will develop work priorities in conjunction with other agencies when necessary; and
3. Local authorities will obtain required waivers and clearances related to ESF # 3 support.

II. Concept of Operations

A. General

1. In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
2. Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the Locality Damage Assessment Teams, Insurance Companies, Virginia Department of Emergency Management, Utility Companies and Federal Agencies.

B. Organization

1. The Coordinator of Emergency Management will be responsible for deploying damage assessment teams, consolidating damage data and compiling reports. At the Incident Commander's request, the Damage Assessment Teams' first priority will be to assess the structural damage.
2. Local Damage Assessment Teams will assess damage to the extent of their resources and in their areas of expertise. The Health Department may assist the Department of Public Works with damage assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.
3. An Initial Damage Assessment Report will be completed by Coordinator of Emergency Management and submitted to the Virginia Department of Emergency Management within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance. Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long term recovery.
4. To minimize threats to public health, the Department of Public Works will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the County/Town Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to dispose of emergency debris and materials from demolition activities. The

Department of Public Works will coordinate with DEQ to monitor disposal of debris materials.

5. The county departments mentioned will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the county building codes, zoning and land-use regulations and comprehensive plan.
6. The Local Building Official is responsible for determining the state of a building and placing notification on the facility. The building owner retains responsibility for deciding whether to demolish or restore the structure. During the recovery phase the Building Official is responsible for the facilitation of the building permit issuance process and for the review and approval of the site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

C. Actions

1. Alert personnel to report to the EOC;
2. Review plans;
3. Begin keeping record of expenses and continue for the duration of the emergency;
4. Prepare to make initial damage assessment;
5. Activate if necessary equipment and resources to address the emergency; and
6. Coordinate response with local, state, federal departments and agencies.

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Assist in conducting initial damage assessment;
2. Submit initial damage assessment to VEOC
3. Assist in coordinating response and recovery;
4. Prioritize debris removal;
5. Inspect buildings for structure damage; and
6. Ensure all repairs comply with local building codes, zoning, land-use regulations and comprehensive plan.

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 4 – Firefighting

ESF – 4 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function (ESF) #4 – Fire Fighting directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

B. Scope

1. ESF #4 manages and coordinates fire-fighting activities including the detection and suppression of fires, Treatment and Transport of injured victims, and provides personnel, equipment, and supplies to support the agencies involved in the firefighting and emergency medical operations.

C. Policies

1. Priority is given to public, fire fighter, and emergency medical safety and protecting property (in that order).
2. For efficient and effective fire suppression and/or treatment and transport of the injured, mutual aid may be required from various local fire fighting and rescue agencies. This requires the use of the Incident Command System together with compatible equipment and communications.
3. Personnel will stay up to date with procedures through education and training.

II. Concept of Operations

A. General

1. The locality's Fire Departments and Rescue Squads are prepared to assume primary operational control in fire prevention strategies, fire suppression, patient management, and hazardous material incidents. (See the Hazardous

Material Emergency Response Plan.) Fire department and rescue personnel who are not otherwise engaged in emergency response operations will assist other local agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

2. When the Emergency Support Function is activated all requests for fire fighting and emergency medical support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.
3. The Director of Emergency Management or his/her designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. However, the incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. In most cases, the incident commander will be the Fire Chief in whose jurisdiction the incident occurs, unless he relinquishes that authority. Should an evacuation become necessary the warning and instructions will be communicated through the appropriate media channels. In addition, Law Enforcement will use mobile loudspeakers or bullhorns, or go door to door to ensure that all affected residents have received the warning.
4. During an evacuation in which a large number of citizens are sheltered, the local Rescue Agency may coordinate the positioning of an onsite EMS basic life support unit to support the shelter operation.

B. Organization

1. A fire and EMS representative will be assigned to the EOC in order to coordinate the fire and rescue service response. These representatives will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.
2. The Fire and EMS Departments will implement evacuations and the law enforcement will assist and provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.
3. The Fire Departments have paid fire-fighters and approximately volunteer fire-fighters.
4. The Emergency Medical Services have paid personnel and approximately volunteer personnel. full time ambulance services are also available.

C. Actions

1. Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;
2. Document expenses and continue for the duration of the emergency;
3. Check fire fighting, rescue, and communications equipment;
4. Fire and EMS Service representatives should report to the Local Emergency Operations Center to assist with operations;

5. Fire and EMS department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport;
6. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services;
7. Requests mutual aid from neighboring jurisdictions.

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Fire prevention and suppression
2. Emergency medical treatment;
3. Hazardous materials incident response and training
4. Radiological monitoring and decontamination
5. Assist with evacuation
6. Search and rescue
7. Temporary shelter for evacuees at each fire station
8. Assist in initial warning and alerting
9. Provide qualified representative to assist in the Local EOC
10. Requests assistance from supporting agencies when needed
11. Arranges direct liaison with fire chiefs in the area
12. Implements Mutual Aid

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 5 – Emergency Management

ESF – 5 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function (ESF) #5 - Emergency Management directs, controls, and coordinates emergency operations from the **[Local Jurisdiction]** Emergency Operation Center (EOC) utilizing an incident command system. ESF #5 must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF #2, and coordinate with the Virginia State Emergency Operation Center (VEOC) should outside assistance be required.

B. Scope

1. ESF #5 serves as the support for all local departments and agencies across the spectrum of incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre -incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

C. Policies

1. Emergency Support Function #5 provides an overall locality wide multi-agency command system implemented to manage operations during a disaster.
2. The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment.

3. The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management.
4. ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
5. Provides representatives to staff key positions on Emergency Response Teams.
6. Departments and agencies participate in the incident action planning process, which is coordinated by ESF #5.

II. Concept of Operations

A. General

1. The Coordinator of Emergency Management will assist in the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency operations center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. Emergency Management officials and agencies assigned responsibilities by this plan should be aware of the hazards that have the greatest potential for a local disaster and most likely to occur.
2. When an emergency threatens, available time will be used to implement increased readiness measures. The Coordinator of Emergency Management will assure that all actions are completed as scheduled.
3. The EOC support staff will include a recorder, message clerk, and other support personnel as required in order to relieve the decision-making group of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations will be established and maintained. An EOC wall map should be prepared and be readily accessible.
4. **[Local Designee]** will produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the VEOC. EOC staff will support short term and long term planning activities. Plans will be short and concise. The EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

B. Organization

1. Emergency operations will be directed and controlled from the Emergency Operations Center (EOC). The primary EOC is located at **[Location Address]**, with a back up location available at **[Location Address]**. The Director of Emergency Management is responsible for managing, maintaining

and activating the EOC. The Coordinator of Emergency Management is responsible for notifying EOC staff to report to the EOC. The EOC staff will consist of the [Local Designee], [Local Designee], [Local Designee], and key agency/department leads or their designated representatives. The succession of authority within these key departments is contained in the EOP or Continuity of Operations Plan (COOP). The list will include information on both elected and designated positions; other positions may be outlined in state or local statutes. EOC support personnel to assist with communications, internal logistics, finance, external affairs and administration will also be designated. The [Local Designee] will be available for decision-making as required. The [Local Designee] is also responsible for coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies or designees are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

2. The Incident Commander will utilize the Incident Command System. Depending on the nature and scope of the incident it may be handled solely by the Incident Commander, or it may require coordination with the Emergency Operations Center. In major disasters there may be more than one incident command post. The Incident Commander will generally be a representative from the Primary Agency.
3. The regulatory agencies and governing bodies play an important role as they must pass and implement the rules, regulations, codes, and ordinances, which would reduce the impact of a disaster. Local government agencies and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures. These agencies are also responsible for ensuring that they are capable of performing these duties in the time of an emergency. In addition, these agencies are responsible for bringing any areas where new/revised codes, regulations, and ordinances may mitigate a particular hazard to the attention of [Local Designee] and [Local Designee], in coordination with the Coordinator for Emergency Management.
4. The Coordinator of Emergency Management will assist in the development and maintenance of established procedures on the part of each major emergency support function. Generally, each agency should maintain current notification rosters, designate staffing as appropriate for an official agency operation center, if applicable, designate EOC representatives, establish procedures for reporting appropriate emergency information, and provide ongoing training to maintain emergency response capabilities.
5. The Coordinator of Emergency Management will assure that all actions are completed as scheduled. The [Local Designee] may close facilities, programs, and activities in order that employees who are not designated “emergency service personnel” are not unnecessarily placed in harm’s way.
6. The Coordinator of Emergency Management will coordinate training for this emergency support function and conduct exercises involving the EOC.
7. [Local Jurisdiction] has standing mutual aid agreements with [Local Jurisdiction], [Local Jurisdiction]. Emergency management staffs have

been trained in Web EOC and Web EOC will be utilized when there is the need for mutual aid from the balance of the state.

8. Emergency Management has in place a structure which will allow for the collection and exchange of information from the EOC to the Virginia EOC through Web EOC computer access, email and telephone. There also are provisions for the use of amateur radio in the event that other means of communication are unavailable. On- going contact with the Regional Coordinator for the Virginia Department of Emergency Management will be maintained during an emergency event. As deemed necessary and appropriate, VDEM and the Regional Coordinator will facilitate the exchange of information with FEMA and the Department of Homeland Security.

C. Actions

1. Develop and maintain a capability for emergency operations and reflect it in the Emergency Operations Plan.
2. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations.
3. Maintain a notification roster of EOC personnel and their alternates.
4. Establish a system and procedure for notifying EOC personnel.
5. Identify adequate facilities and resources to conduct emergency operations at the EOC.
6. Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and relief organizations, such as the American Red Cross.
7. Develop plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2.
8. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected.
9. Test and exercise plans and procedures.
10. Conduct community outreach/mitigation programs.
11. Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the locality.
12. Develop accounting and record keeping procedures for expenses incurred during an emergency.
13. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.
14. Provide periodic staff briefings as required.
15. Prepare to provide emergency information to the public in coordination with ESF #2.
16. Provide logistical support to on scene emergency response personnel.
17. Maintain essential emergency communications through the established communications network.
18. Provide reports and requests for assistance to the Virginia EOC.
19. Compile an initial damage assessment report and send to the Virginia EOC.

20. Coordinate requests for non-mutual aid assistance.

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Activates and convenes local emergency assets and capabilities;
2. Coordinates with law enforcement and emergency management organizations;
3. Coordinates short and long term planning activities;
4. Maintains continuity of government;
5. Directs and controls emergency operations;
6. Submits state required reports and records;
7. Conducts initial warning and alerting; and
8. Provides emergency public information.

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Protection

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Response

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Recovery

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Mitigation

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 6 – Mass Care, Housing & Human Services

ESF – 6 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function (ESF) #6 receives and cares for persons who have been displaced, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

B. Scope

1. ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by an incident. This includes economic assistance and other services for individuals. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services. Although not addressed in this section, the plan to address pet sheltering is located in ESF # 11. Experience has shown that during times of disaster people may risk their own safety to secure the safety of their household pets and service animals. Given this knowledge and the Federal and State mandates now in place concerning pet evacuation and sheltering, the successful delivery of mass care services requires the delivery of pet and animal sheltering services. These plans are addressed in ESF # 11 and are integral to the delivery of the three primary functions of ESF # 6.

Mass Care involves the coordination of non medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.

Housing involves the provision of assistance for short- and long-term housing needs of victims.

Human Services include providing victim related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new benefits claims, assisting in collecting

crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

C. Policies

1. Potential hazards may require an evacuation. The actual situation will determine the scope of the evacuation and the number of evacuees who will utilize a shelter.
2. The Coordinator for Emergency Management will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the primary response agency and the agency that is the provider of the site.
3. All government/volunteer/private sector resources will be utilized as necessary.
4. As needed, sheltering, feeding and emergency first aid activities will begin immediately after the incident. Staging of facilities may occur before the incident when the incident is anticipated.
5. Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations.
6. Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.

II. Concept of Operations

A. General

1. In the event of a small-scale incident, a temporary place of refuge may be provided at the nearest public safety facility, which could include public schools, fire or EMS stations. Local motels and local churches may also be used to house affected persons.
2. In the event of a large-scale evacuation/displacement of residents, or when the Coordinator of Emergency Management along with the Incident Commander decides that a larger facility is required, he will advise the [Local Designee]. The [Local Designee] will then activate one or more of the [Local Shelter] in the [Local Jurisdiction] as shelter center(s) and will designate a manager to be responsible for operations at the facility. In general, the [Local Designee] will serve as shelter manager. Staff of the [Local Designee] will be responsible for registration and record keeping. The [Local Designee] will assist with operations at each facility.
3. Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, medicines, baby food and supplies if needed, and sleeping bags or blankets.
4. Upon arrival, registration forms will be completed for each family. Records will be maintained on the whereabouts of all evacuees throughout

emergency operations. The [Local Designee] and the [Local Designee] may provide food and clothing, and assist in shelter operations in accordance with Statement of Understanding with the Commonwealth of Virginia.

5. The [Local Designee] will assure that the disabled and other special needs populations are provided for in the time of an emergency. A current roster and a resources list should be maintained. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.
6. Should crisis-counseling services be required, trained mental health professionals will be provided by [Local Designee], in conjunction with the [Local Designee].
7. Daily situation reports should be provided to the Local Emergency Operations Center (EOC) about the status of evacuees and of operations at the shelter center(s). The Local EOC will then relay information to the Virginia EOC. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

B. Organization

1. The [Local Designee], assisted by the [Local Designee] and the [Local Designee], is responsible for the reception and care of evacuees. [Local Designee] will be assigned support tasks. [Local Designee] or a [Local Designee] will provide security. The [Local Designee] along with [Local Designee] and the [Local Designee] will provide first aid and limited medical care service at the shelter center. Staff from the [Local Designee] can be called upon to organize and facilitate arts and crafts and other recreational activities for shelter residents.

C. Actions

1. Identify shelter facilities and implement MOA and other agreements
2. Develop plans and procedures to transport, receive, and care for an indeterminate number of evacuees
3. Determine the maximum capacities for each potential shelter
4. Designate managers and other key staff personnel
5. Develop plans and procedures to receive and care for persons with disabilities evacuated from residential homes and treatment facilities that operate 24 hours a day, 7 days a week
6. Develop plans and procedures to receive and care for the animals of the evacuees
7. Provide mass transportation as required
8. Provide mass feeding as required
9. Document expenses.

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Activates support agencies
2. Coordinates logistical and fiscal activities for ESF #5
3. Plans and supports meetings with secondary agencies, and ensures all agencies are informed and involved
4. Coordinates and integrates overall efforts
5. Provides registration and record keeping
6. Provides crisis-counseling services as required
7. Provides emergency welfare for displaced persons
8. Coordinates release of information for notification of relatives
9. Provides assistance for special needs population
10. Assists in provisional medical supplies and services
11. Provides available resources such as cots and ready to eat meals

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]

- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 7 – Logistics Management & Resource Support

ESF – 7 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function #7 will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster. ESF #7 functions with the Logistics Support Annex.

B. Scope

1. ESF #7 provides support for requirements not specifically identified in other ESFs. Resource support may continue until the disposition of excess and surplus property is completed. The locality will determine what resources are needed and then ESF #7 will collect and distribute those goods by means of a distribution center. Goods that may be needed could include, ice, water, tarps, blankets, clothes, and non-perishable foods.

C. Policies

1. The initial emergency response will be dependent upon local public and private resources;
2. Adequate local resources do not exist to cope with a catastrophic incident;
3. Identified public and private sector resources will be available when needed for emergency response;
4. Necessary personnel and supplies will be available to support emergency resource response;
5. If local resources are depleted, assistance may be requested through the Virginia Emergency Operations Center (VEOC);
6. Local departments and agencies will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;

7. The Coordinator of Emergency Management will initiate the commitment of resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and All resource expenditures will be reported
8. The Coordinator of Emergency Management coordinates with other agencies to ensure goods and resources are used effectively

II. Concept of Operations

A. General

1. The **[Local Designee]** will identify sites and facilities that will be used to receive, process, and distribute equipment, supplies and other properties that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by local, state, federal governments, volunteer organizations, and private security as required. This process must be closely coordinated with state and federal emergency management officials, local governments in the region, and the media.
2. The **[Local Designee]** will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.
3. The **[Local Designee]** and **[Local Designee]**, in coordination with the **[Local Designee]**, and **[Local Designee]** will assist county departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained.
4. Potential sites for local and regional resource distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

B. Organization

1. All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within their jurisdiction. All departments will

coordinate their resource needs with the local finance director and procurement official.

2. The **[Local Designee]** or **[Local Designee]**, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing. (See ESF #6 and #11)

C. Actions

1. Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster;
2. Designate local department(s) responsible for resource management;
3. Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary;
4. Identify personnel requirements and training needs to effectively carry out mission;
5. Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
6. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources;
7. Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment;
8. Develop SOPS to manage the processing, use, inspection, and return of resources coming into area;
9. Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
10. Develop training/exercises to test plan, and to ensure maximum use of available resources;
11. Coordinate and develop prescript announcements with Public Information Office regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.); and Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

III. Responsibilities

A. Responsibilities

Coordinating Agency - **[Insert Name of Agency/Individual]**

1. Locates, procures, and issues resources to other agencies to support the emergency response or to promote public safety.

2. Locates and coordinates the use of available space for incident management activities.
3. Coordinates and determines the availability and provision of consumable supplies.

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]

- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 8 – Public Health

ESF – 8 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function (ESF) #8 – Health and Medical provides for coordinated medical, public health, mental health, and emergency medical services to save lives in the time of an emergency. These health and medical needs are to include veterinary and/or animal health issues when appropriate.

B. Scope

1. ESF #8 meets public health and medical needs of victims affected by an incident. This support is categorized in the following way:
 - a. Assessment of public health/medical needs;
 - b. Public health surveillance;
 - c. Medical care personnel and medical equipment and supplies; and
 - d. Detect mental health issues and prevent harmful stress levels in the general public.

C. Policies

1. The Health Department coordinates all ESF #8 response actions using its own internal policies and procedures;
2. Each ESF #8 organization is responsible for managing its respective response assets after receiving coordinating instructions;
3. The Joint Information Center (JIC) is authorized to release general medical and public health response information to the public after consultation with the Health Department. If Joint Information Center (JIC) is not employed, the Public Information Officer is authorized to release general medical and public health response information to the public after consultation with the Health Department.

4. The Health Department determines the appropriateness of all requests for public health and medical information; and
5. The Health Department is responsible for consulting with and organizing public health and subject matter experts as needed.

II. Concept of Operation

A. General

1. During a threatened or actual emergency, the **[Local Designee]** or his designated representative will direct coordinated health, medical, and rescue services from the Emergency Operations Center (EOC). Coordination will be effected with adjacent jurisdictions as required.
2. Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and emergency medical service (EMS) providers in neighboring jurisdictions. The crisis augmentation of trained health and medical volunteers may also be appropriate. Essential public health services, such as food and water inspections, will be provided by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the EOC.
3. During an evacuation in which a large number of evacuees are sheltered in the shelter center, local EMS providers, and/or the local Health Department will set up and staff an emergency medical aid station in the shelter center. The Police and or Sheriff's Department will provide security and the Health Department will monitor food safety and shelter sanitation and provide disease surveillance and 'contact' investigations if warranted. The Community Services Board will provide mental health services.
4. In disasters involving a large number of casualties, the Office of the Chief Medical Examiner (OCME) may request assistance from local funeral directors. The OCME must identify the deceased before they are released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster.

B. Organization

1. A rescue/emergency medical service representative will be assigned, as determined by the Director of Emergency Management or his/her designee, to the Emergency Operations Center (EOC) in order to coordinate the rescue squad response. The rescue squad representative will be a part of the EOC staff and will assist with the overall direction and

control of emergency operations. All of the emergency medical service vehicles are dispatched through their squad station or through the **[Local Jurisdiction]** Communications Center.

2. Because of their speed, vertical flight, and minimal landing requirements, MEDEVAC helicopters are able to respond quickly to emergency situations and provide rapid evacuation of seriously injured and, in some cases, critically ill patients to specialty care centers (e.g., trauma centers). Each MEDEVAC helicopter consists of a specialty pilot and crew in addition to the latest life support and communications equipment.
3. There are **[X]** EMS providers serving the locality, which will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes will assist the **[Local Jurisdiction]** in disasters involving mass casualties.

C. Actions

1. Designate an individual to coordinate medical, health, and rescue services
2. Develop and maintain procedures for providing a coordinated response
3. Maintain a roster of key officials in each medical support area
4. Establish a working relationship and review emergency roles with the local hospital and emergency medical services providers
5. Activate the agency emergency response plan
6. Implement mutual aid agreements as necessary
7. The Health Department representative will report to the Emergency Operations Center
8. Coordinate medical, public health, and mental health services
9. Provide laboratory services to support emergency public health protection measures
10. Obtain crisis augmentation of health/medical personnel (e.g., physicians, nurse practitioners, laboratory technicians, pharmacists, and other trained volunteers) and supplies as needed
11. Maintain records and monitor the status of persons injured during the emergency
12. Assist the **[Local Jurisdiction]** in the identification and disposition of the deceased
13. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel
14. Assist with the damage assessment of water and sewage facilities, as required

III. Responsibilities

A. Responsibilities

Coordinating Agency - **[Insert Name of Agency/Individual]**

1. Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an incident.
2. Inspect and advise on general food handling and sanitation matters
3. Establish communications with ESF # 5 to report and receive assessments and status information
4. Coordinate through the Public Information Officer dissemination of disaster related public health information to the public
5. Provide preventive health services
6. Coordinate with hospitals and other health providers on response to health needs
7. Provide investigation, surveillance, and take measures for containments of harmful health effects
8. Provide coordination of laboratory services
9. Coordinate with hospital medical control on patient care issues and operations
10. Coordinate transportation of the sick and injured with area hospitals or receiving facilities and other EMS agencies
11. Coordinate behavioral health activities among response agencies
12. Assess behavioral health needs following an incident, considering both the immediate and cumulative stress resulting from the incident
13. Coordinate through the Public Information Officer the dissemination of public education on critical incident stress and stress management techniques
14. Provide outreach to serve identified behavioral health needs
15. Coordinate with ESF # 6 to identify shelter occupants that may require assistance
16. Provide water control assistance
17. Local/Regional hospitals will provide medical care for those injured or ill
18. Assist in expanding medical and mortuary services to other facilities, if required
19. Identify deceased with assistance from local law enforcement and Virginia State Police

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Protection

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 9 – Search & Rescue

ESF – 9 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function (ESF) #9 –Search and Rescue provides for the coordination and effective use of available resources for search and rescue activities to assist people in potential or actual distress.

B. Scope

1. [Local Jurisdiction] is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the county. Search and Rescue must be prepared to respond to emergency events and provide special life saving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in “field” situations, such as parks, neighborhoods, mountains, or other terrain.

C. Policies

1. The EOP provides the guidance for managing the acquisition of Search and Rescue resources;
2. All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF
3. Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information
4. Will coordinate with State and Federal agencies when necessary

5. Personnel will stay up to date with procedures through training and education
6. Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure

II. Concept of Operations

A. General

1. The local fire departments and law enforcement will be responsible for rescue and search operations during a disaster with assistance from the local fire department. The [Local Designee] effort in the area(s) affected will be responsible for managing the search and rescue efforts in the field. The EMS representative in consultation with the law enforcement representative assigned to the EOC will be tasked with coordinating the activities under this ESF and providing direction to the search and rescue efforts in the field. The Emergency Medical Services (EMS) providers will also assist with other functions of search and rescue.

B. Organization

1. The [Local Designee] will be the primary agency in any search and rescue operation. The [Local Designee] will assist when required for structural evaluation of buildings and structures (ESF #3). [Local Designee] will be the primary agency in any ground searches. The [Local Designee] will assist with support efforts during searches such as mass care feeding; sheltering; bulk distribution; logistics; and health and mental health services for rescue workers, support personnel, and the victims. The [Local Designee] will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The [Local Designee] will assist with any equipment, maps, staff, and vehicles. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The [Local Designee] as a secondary role will provide medical resources, equipment and expertise.
2. Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

C. Actions

1. Develop and maintain plans and procedures to implement search and rescue operations in time of emergency
2. Provide emergency medical treatment and pre-hospital care to the injured
3. Assist with the warning, evacuation and relocation of citizens during a disaster
4. The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel

5. Follow established procedures in responding to search and rescue incidents
6. Record disaster related expenses

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Manages search and rescue task force deployment to, employment in, and redeployment from the affected area
2. Coordinates logistical support for search and rescue during field operations
3. Develops policies and procedures for effective use and coordination of search and rescue
4. Provides status reports on search and rescue operations throughout the affected area
5. Request further assistance from the Virginia Department of Emergency Management for additional resources

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]

- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

C. Authorities

[Insert Authorities]

D. References

[Insert References]

Emergency Support Function (ESF) 10 – Oil & Hazardous Materials Response

ESF – 10 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. This section provides information for response to hazardous materials incident and assists the Local Emergency Planning Committee (LEPC) in meeting its requirements under the Emergency Planning and Community Right to Know Act – SARA Title III.

B. Scope

1. The threat of an incident involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population. Hazardous Materials incidents may occur without warning and require immediate response.
2. Hazardous materials may be released into the environment from a variety of sources including, but not limited to:
 - a. Fixed facilities that produce, generate, use, store or dispose of hazardous materials
 - b. Transportation accidents, including rail, aircraft, and waterways
 - c. Abandoned hazardous waste sites
 - d. Terrorism incidents involving Weapons of Mass Destruction
3. Evacuation or sheltering in place may be required to protect portions of the locality. If contamination occurs, victims may require special medical treatment.
4. The release of hazardous materials may have short and/or long health, environmental and economic effects depending upon the type of product.

C. Policies

1. Personnel will be properly trained
2. Fixed Facilities will report annually under SARA Title III

3. **[Local Designee]** or his/her designee will assume primary operational control of all hazardous materials incidents
4. Determine the need to evacuate or shelter in place
5. Mutual aid agreements will be implemented
6. Establish communications with ESF # 5 and ESF #15

II. Concept of Operations

A. General

1. The EOP and the Hazardous Materials Response Plan provide the guidance for managing hazardous materials incidents. All requests for hazardous materials support will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF.

B. Organization

1. The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published Hazardous Material Emergency Response Plan has been developed for the locality. This plan is considered to be a part of the locality's Emergency Operations Plan (EOP).
2. In conjunction with the **[Local Designee]**, in whose area of responsibility the incident occurs, will assume primary operational control of all hazardous materials incidents.
3. Mutual aid agreements will be implemented should the incident demand greater resources than are immediately available. The Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team may be requested through the Virginia Emergency Operations Center.
4. The **[Local Designee]**, in conjunction with the **[Local Designee]** and VDEM Regional Hazardous Materials Officer, will determine the need to evacuate a large area. Evacuation orders or other protective actions will be issued as needed. However, the on-scene commander may order an immediate evacuation prior to requesting or obtaining approval, if this action is necessary to protect life and property. Fire, EMS, and Law Enforcement will coordinate the evacuation of the area. Law Enforcement is responsible for providing security for the evacuated area.
5. Should an evacuation become necessary, warning and directions for evacuation and/or protect in place will be disseminated via all appropriate means. Responding agencies will use mobile loudspeakers, bull horns and/or go door-to-door to ensure that residents in the threatened areas have received evacuation warning.

C. Actions

1. Respond to the incident
2. Assess the situation
3. Determine the need for immediate evacuation or sheltering in place
4. Coordinate with the EOC
5. Request assistance through the VEOC
6. Implement Mutual Aid agreements

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Develop and maintain the Hazardous Materials Emergency Response Plan
2. Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property
3. Conduct training for personnel in hazardous materials response and mitigation
4. Follow established procedures in responding to hazardous materials incidents
5. Provide technical information
6. Coordinate control/mitigation efforts with other local, state, and federal agencies
7. Record expenses

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]

- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 11 – Agriculture & Natural Resources

ESF – 11 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function #11 – Agriculture and Natural Resources works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; protection of cultural resources and historic property resources during an incident; and the care and control of animals and household pets during an incident.

B. Scope

1. Activities will be undertaken to:
 - a. Identify food assistance needs
 - b. Obtain appropriate food supplies
 - c. Arrange for transportation of food supplies to the designated area
 - d. Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation
 - e. Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported
 - f. Inspect and verify food safety in distribution and retail sites
 - g. Conduct food borne disease surveillance and field investigations
 - h. Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources
 - i. Identify community and public resources which can be utilized to serve animals and household pets during an incident
 - j. Develop animal and household pet care and control operating procedures

C. Policies

1. The primary coordinating entity for this ESF will be the **[Local Designee]**. Each supporting agency is responsible for managing its assets and resources after receiving direction from the EOC and the primary coordinating entity
2. Actions will be coordinated with agencies responsible for mass feeding
3. This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies
4. Schools and institutions may be able to feed affected population for several days
5. Food supplies secured and delivered are for household distribution or congregate meal service
6. Transportation and distribution may be arranged by volunteer organizations
7. Priority is given to moving supplies into areas of critical need and then to areas of moderate need
8. Animal and household pet care and control will be coordinated through the use of public and private resources identified in the animal disaster management plan and procedures manual
9. Animal depopulation activities and disposal will be conducted as humanely as possible
10. Ensure food safety

II. Concept of Operations

A. General

1. For implementation purposes, the **[Local Designee]** will assume the coordinator's role of this ESF. The coordinator will organize staff based on the four functional areas. It organizes and coordinates resources and capabilities to facilitate the delivery of services, assistance, and expertise.
2. ESF #11 provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.
3. ESF #11 ensures the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident.
4. ESF #11 identifies, secures and arranges for the transportation & appropriate distribution of food and water to identified areas of need.
5. ESF #11 identifies and secures public and private resources and arranges for the care and control of animals and household pets during an incident.

B. Organization

1. The coordination depends on what kind of assistance is required at the time. When an incident requires assistance from more than one of the functions, the **[Local Designee]** will provide overall ESF # 11 direction.
2. Once the ESF is activated the coordinator will contact appropriate support agencies to assess the situation and determine appropriate actions.
3. The locality will activate its Emergency Operations Center (EOC). A local emergency may need to be declared to initiate response activities.
4. For food supply safety and security, the Virginia Department of Agriculture and Consumer Services and the Health Department will oversee and coordinate the field response.

C. Actions

1. Determine the critical needs of the affected population
2. Catalog available resources and locate these resources
3. Ensure food is fit for consumption
4. Coordinate shipment of food to staging areas
5. Work to obtain critical food supplies that are unavailable from existing inventories
6. Identify animal and plant disease outbreaks
7. Provide inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected
8. Coordinate transportation and establish animal and household pet care and control shelters or environments for evacuated animals and household pets

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Provides guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health
2. Ensure proper handling and packing of any samples and shipments to the appropriate research laboratory
3. Provides information and recommendations to the Health Department for outbreak incidents
4. Assigns veterinary personnel to assist in delivering animal health care and performing preventative medicine activities
5. Conduct subsequent investigations jointly with appropriate law enforcement agencies
6. Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area

7. Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident
8. Establish logistical links with organizations involved in long-term congregate meal service
9. Establish need for replacement food products
10. Establish and maintain a current animal disaster management plan and procedures manual

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Protection

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Response

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Recovery

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Mitigation

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 12 – Energy

ESF – 12 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Describe procedures to restore the public utility systems critical to saving lives; protecting health, safety and property, and to enable ESFs to respond.

B. Scope

1. ESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages within the affected area. According to the National Response Plan the term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems. Additionally ESF #12 will provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and other information as appropriate.

C. Policies

1. Will work to provide fuel, power, and other essential resources to the locality
2. Will work with utility providers to set priorities for allocating commodities
3. Personnel will stay up to date with procedures through education and training
4. Restoration of normal operations at critical facilities will be a priority
5. Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities

II. Concept of Operations

A. General

1. The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations. Generation capacity shortfalls are more likely to result from extreme hot weather conditions or disruptions to generation facilities. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.
2. The suddenness and devastation of a catastrophic disaster or other significant event can sever key energy lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and can also affect transportation, communications, and other lifelines needed for public health and safety. There may be widespread and prolonged electric power failures. Without electric power, communications will be interrupted, traffic signals will not operate, and surface movement will become grid locked. Such outages may impact public health and safety services, and the movement of petroleum products for transportation and emergency power generation. Thus, a major, prolonged energy systems failure could be very costly and disruptive.

B. Organization

1. In the wake of such a major disaster, Local Emergency Operations Centers (EOC) will be assisted by state-level assets to help in the emergency efforts to provide fuel and power and other essential resources as needed. The priorities for allocation of these assets will be to:
 - a. Provide for the health and safety of individuals and families affected by the event
 - b. Provide sufficient fuel supplies to local agencies, emergency response organizations, and service stations in critical areas
 - c. Help energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems
 - d. Recommend / comply with local and state actions to conserve fuel, if needed
 - e. Coordinate with local, state, and federal agencies in providing energy emergency information, education, and conservation guidance to the public
 - f. Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance
 - g. The Emergency Operations Center (EOC) will send requests to the State EOC for fuel and power assistance

2. Additional supporting information, such as key contacts, recommended conservation measures, and pre-scripted press releases, can be found in the "Electric Power and Natural Gas Energy Emergency Handbook," maintained by the State Corporation Commission (SCC), and in the "Petroleum and Solid Fuels Energy Emergency Handbook," maintained by the Department of Mines, Minerals, and Energy (DMME). The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems.
3. The State Corporation Commission (SCC) is the designated commodity manager for natural gas and electric power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels. Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors. The locality will identify the providers for each of their energy resources.

C. Actions

1. Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities such as public utilities, hospitals, and schools
2. Monitor the status of all essential resources to anticipate shortages
3. Maintain liaison with fuel distributors and local utility representatives
4. Implement local conservation measures
5. Keep the public informed
6. Implement procedures for determining need and for the distribution of aid
7. Allocate available resources to assure maintenance of essential services
8. Consider declaring a local emergency
9. Document expenses

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Review plans and procedures. Review procedures for providing lodging and care for displaced persons (see ESF #6)

2. In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government
3. Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance
4. Provide emergency assistance to individuals as required
5. Enforce state and local government conservation programs
6. Identifies resources needed to restore energy systems

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]

- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 13 – Public Safety & Security

ESF – 13 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function (ESF) #13 – Public Safety and Security is to maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a "safe scene" for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

B. Scope

1. ESF #13 is designed to respond during a time of emergency using existing procedures. These procedures are in the form of department directives that cover all types of natural disasters, technological hazards, and acts of terrorism; incidents include flooding, hazardous materials spills, transportation accidents, search and rescue operations, traffic control, and evacuations.
2. In the event of a state or federally declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations.

C. Policies

1. Local Law Enforcement will retain operational control
2. The Incident Commander will determine the need for security at the scene
3. Local Law Enforcement in coordination with the Coordinator of Emergency Management will identify areas of potential evacuation

4. The concentration of large numbers of people in shelters during an evacuation will necessitate law enforcement presence to maintain orderly conduct
5. Law enforcement also will be needed in evacuated areas to prevent looting and protect property

II. Concept of Operations

A. General

1. Existing procedures in the form of department directives provide the basis for a law enforcement response in time of emergency. The mission of the Public Safety and Security function is to maintain law and order, protect life and property, provide traffic control and law enforcement support, guard essential facilities/supplies and coordinate mutual aid. The **[Local Jurisdiction]** Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters. The initial responsibility for providing public safety activities shall reside with the **[Local Designee]**. The **[Local Designee]** will consult and coordinate public safety activities with any or all of the following: **[Local Jurisdiction]** and the Captain of the **[X]** Division of the Virginia State Police.
2. When or if necessary, the Virginia National Guard may be called in for a State or Federal declared disaster and they may be used for low-risk duties such as security and traffic control.
3. A hazard or potential hazard situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:
 - a. Personnel to direct traffic and staff control points
 - b. Signs to control or restrict traffic
 - c. Two-way radios to communicate to personnel within and outside the secured area
 - d. Control point(s)
 - e. Adjacent highway markers indicating closure of area
 - f. Markers on surface roads leading into the secured areas
 - g. Patrols within and outside the secured areas
 - h. Established pass system for entry and exit of secured areas
4. The Virginia Department of Transportation Residency Shop and Private Contractors have general responsibility for signing and marking.

B. Organization

1. Local Law Enforcement will utilize their normal communications networks during disasters. The Emergency Manager, in coordination with local law enforcement and the fire departments, will delineate areas that may need to be evacuated. Law Enforcement will set up control points and roadblocks to expedite traffic to reception centers or shelters and prevent reentry of evacuated areas. They will also provide traffic control and security at damaged public property, shelter facilities and donations/distribution centers. Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also local law enforcement and fire departments will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning.

C. Actions

1. Identify essential facilities and develop procedures to provide for their security and continued operation in the time of an emergency
2. Maintain police intelligence capability to alert government agencies and the public to potential threats
3. Develop procedures and provide training for the search and rescue of missing persons
4. Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations
5. Test primary communications systems and arrange for alternate systems, if necessary
6. Assist with the implementation of the evacuation procedures for the threatened areas, if necessary
7. Provide traffic and crowd control as required
8. Implement existing mutual aid agreements with other jurisdictions, if necessary
9. Document expenses

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Law enforcement
2. Crowd control
3. Manages preparedness activities
4. Conducts evaluation of operational readiness
5. Resolves conflicting demands for public safety and security resources

6. Coordinates backup support from other areas
7. Initial warning and alerting
8. Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies
9. Traffic control
10. Evacuation and access control of threatened areas
11. Assist the Medical Examiner with identification of the dead

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 14 – Long Term Community Recovery

ESF – 14 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function (ESF) #14 – Long Term Community Recovery and Mitigation develops a comprehensive and coordinated recovery process that will bring about the prompt and orderly restoration of community facilities and services, infrastructure, and economic base, while providing for the health, welfare and safety of the population.

B. Scope

1. ESF #14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #14 will address significant long-term impacts in the affected area on housing, business and employment, community infrastructure, and social services.

C. Policies

1. Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature when feasible
2. Use the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts
3. Facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure
4. Personnel will stay up to date with policies and procedures through training and education

II. Concept of Operations

A. General

1. The recovery phase is characterized by two components: the emergency response phase which deals primarily with life saving and emergency relief efforts (i.e., emergency food, medical, shelter, and security services); and the broader recovery and reconstruction component which deals with more permanent and long-term redevelopment issues.
2. Although all local departments are involved in both components, the emphasis and focus changes among departments as they shift from one component to the other. In the emergency response and relief recovery component, the primary local departments involved include fire and rescue, law enforcement, health, social services, education, and public works departments; whereas in the recovery and reconstruction component, the emphasis shifts to local departments dealing with housing and redevelopment, public works, economic development, land use, zoning, and government financing. The two components will be occurring simultaneously with the emergency relief component taking precedence in the initial stages of recovery, and the recovery and reconstruction component receiving greater attention as the recovery process matures.
3. The Office of Emergency Management will be the lead coordinating department in the life-saving and emergency relief component of the recovery process and the county/town administration will take the coordinating lead during the reconstruction phase.
4. The recovery analysis process is comprised of the following phases: reentry, needs assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.
5. The damage assessment process for the locality is described in the Damage Assessment Support Annex of the EOP. Team leaders for the Damage Assessment Teams have been identified and the necessary forms included within this support annex. Although damage assessment is primarily a local government responsibility, assistance is provided by state and federal agencies, as well as private industry that have expertise in specific functional areas such as transportation, agriculture, forestry, water quality, housing, etc.
6. The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, local governments, the federal government, and private industry.

7. Short-term recovery strategies would include:
 - a. Emergency Services
 - b. Communications networks
 - c. Transportation networks and services
 - d. Potable water systems
 - e. Sewer systems
 - f. Oil and natural gas networks
 - g. Electrical power systems
 - h. Initial damage assessment
 - i. Emergency debris removal
 - j. Security of evacuated or destroyed area
 - k. Establishing a disaster recovery center and joint field office
8. Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. Economic aid will be provided to assist localities and states in rebuilding their economic base, replacing and restoring their housing inventory, and ensuring that all construction and development complies with building codes and plans. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. The locality will develop strategies in coordination with regional local governments. Federal and state catastrophic disaster plans will support this effort. Items or actions to be focused on in this phase include:
 - a. Completion of the damage assessment
 - b. Completion of the debris removal
 - c. Repairing/rebuilding the transportation system
 - d. Repairing/rebuilding of private homes and businesses
 - e. Hazard Mitigation projects

B. Organization

1. The Director of Emergency Management will direct response, recovery, and reconstruction efforts in the disaster impacted areas of the locality, in coordination with the Coordinator of Emergency Management, all local departments, and the appropriate state and federal agencies.
2. A Presidential Declaration of Disaster will initiate the following series of events:
 - a. Federal Coordinating Officer will be appointed by the President to coordinate the federal efforts;
 - b. State Coordinating Officer will be appointed by the Governor to coordinate state efforts;
 - c. A Joint Field Office (JFO) will be established within the state (central to the damaged area) from which the disaster assistance programs will be coordinated; and

- d. A Disaster Recovery Center (DRC) will be established in the affected areas to accommodate persons needing individual assistance after they have registered with FEMA.
3. A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:
 - a. **Individual Assistance** – Supplementary Federal Assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or emergency. Such assistance may be provided directly by the Federal government or through State or local governments or disaster relief organizations.
 - b. **Public Assistance** – Supplementary Federal Assistance provided under the Stafford Act to State and Local governments or certain private, non-profit organizations other than assistance for the direct benefit of families and individuals.
4. As potential applicants for Public Assistance, local governments and private nongovernmental agencies must thoroughly document disaster-related expenses from the onset of an incident.
5. Mitigation has become increasingly important to local officials who must bear the agony of loss of life and property when disaster strikes. The Director of Emergency Management will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

C. Actions

1. In cooperation with other ESFs, as appropriate, use hazard predictive modeling and loss estimation methodology to ascertain vulnerable critical facilities as a basis for identifying recovery priorities
2. Gather information to assess the scope and magnitude of the social and economic impacts on the affected region
3. Coordinate and conduct recovery operations
4. Conduct initial damage assessment
5. Coordinate early resolution of issues and delivery of assistance to minimize delays for recipients
6. Coordinate assessment of accuracy and recalibration of existing hazard, risk, and evacuation modeling
7. Facilitate sharing of information and identification of issues among agencies and ESFs
8. Facilitate recovery decision making across ESFs
9. Facilitate awareness of post incident digital mapping and pre-incident hazard mitigation and recovery planning

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Develop plans for post-incident assessment that can be scaled to incidents of varying types and magnitudes
2. Establish procedures for pre-incident planning and risk assessment with post incident recovery and mitigation efforts
3. Develop action plans identifying appropriate agency participation and resources available that take into account the differing technical needs for risk assessment and statutory responsibilities by hazards
4. Ensure participation from primary and support agencies
5. Lead planning
6. Lead post-incident assistance efforts
7. Identify areas of collaboration with support agencies and facilitate interagency integration

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Emergency Support Function (ESF) 15 – External Affairs

ESF – 15 Coordination Team

ESF Coordinator

[Insert Name of Agency/Individual]

Primary Agency

[Insert Name of Agencies]

Support Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. Emergency Support Function (ESF) #15 – External Affairs is responsible for keeping the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property.

B. Scope

1. To manage information during an incident so that the most up to date and correct information is used to inform the public. This emergency support function will use media reports to support the overall strategy for managing the incident. Coordinate with all agencies involved with the incident so that one message is used for public information to avoid any conflicts of released information. This emergency support function is organized into the following functional components:
 - a. Public Affairs
 - b. Community Relations
 - c. Legislative Affairs
 - d. International Affairs

C. Policies

1. During an emergency the Public Information Officer will:
 - a. Disseminate information by appropriate means, to include any local alert systems, media outlets, cable channel, the Emergency Alert System, NOAA All-hazards radio, and the locality's website
 - b. Clear news releases with the EOC before releasing them to the media
 - c. Will encourage news media to publish articles to increase public awareness
 - d. Will ensure information is accurate and released in a timely manner

II. Concept of Operations

A. General

1. In an emergency or disaster it is important to provide timely and accurate information to the public and to the media outlets. News coverage must be monitored to ensure that accurate information is being disseminated. The locality needs to be prepared to keep local legislators and other political figures informed.

B. Organization

1. **Public Affairs** is responsible for coordinating messages from the various agencies and establishing a Joint Information Center. Public Affairs will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. Public Affairs will monitor the news coverage to ensure the accuracy of the information being disseminated. Public Affairs will handle appropriate special projects such as news conferences and press operations for incident area tours. The Public Affairs Support Annex provides additional details on responsibilities.
2. **Community Relations** will prepare an initial action plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident. They will identify and coordinate with the community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs, and establish an ongoing dialogue and information exchange. The Commonwealth and FEMA deploy a joint Community Relations Team to the locality to conduct these operations.
3. **Legislative Affairs** will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. The locality should be prepared to arrange an incident site visit for legislators and their staffs. Legislative Affairs will also respond to legislative and congressional inquiries.
4. **International Affairs**, if needed, will work with the Department of State to coordinate all matters requiring international involvement.

C. Actions

1. Evaluate the situation
2. Monitor national and state level news coverage of the situation (if applicable)
3. After coordination with the State EOC, time permitting, the PIO will begin to disseminate emergency public information via news releases to the local news media
4. The content should be coordinated with adjacent jurisdictions and the State EOC
5. Emphasize citizen response and protective action

6. Develop accurate and complete information regarding incident cause, size, current situation, and resources committed
7. Continue to keep the public informed concerning local recovery operations
8. Assist the Health Department in disseminating public health notices, if necessary
9. Assist state and federal officials in disseminating information concerning relief assistance
10. Document expenses

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Establish a working arrangement between the **[Local Designee]**, the local EOC and local radio stations, television stations, and newspapers
2. Encourage local newspapers to periodically publish general information about those specific hazards, which are most likely to occur, such as flooding and industrial accidents
3. Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc.
4. If necessary, designate a phone number and personnel to handle citizen inquiries
5. Assure the availability of back-up generators at local EAS radio stations
6. Arrange regular press briefings
7. Coordinate the release of information through public broadcast channels, and written documents
8. Maintain an up-to-date telephone and fax number list for all local news organizations

Primary Agencies –

[Insert Name of Agency/Individual]

Prevention

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Protection

- **[Insert Role]**
- **[Insert Role]**
- **[Insert Role]**

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

Secondary Agencies

[Insert Name of Agency/Individual]

Prevention

- [Insert Role]
- [Insert Role]
- [Insert Role]

Protection

- [Insert Role]
- [Insert Role]
- [Insert Role]

Response

- [Insert Role]
- [Insert Role]
- [Insert Role]

Recovery

- [Insert Role]
- [Insert Role]
- [Insert Role]

Mitigation

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Debris Management Support Annex

Coordinating Agencies

[Insert Name of Agency/Individual]

Cooperating Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. To facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

B. Scope

1. Natural and man-made disasters generate a variety of debris that would include, but not be limited to such things as trees, sand, gravel, building/construction material, vehicles, personal property, etc. and as a result require a coordinated and direct effort to successfully manage debris removal, collection and disposal.
2. The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
3. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
4. In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.
5. Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process of state agencies and local governments.
6. The debris management program implemented by state agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively.

C. Policies

1. The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following an incident;
2. The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area;
3. The second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by state and local governments;
4. The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety including such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public;
5. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.

II. Concept of Operations

A. General

1. **[Local Designee]** will be responsible for coordinating and directing debris removal operations for the locality, working in conjunction with both town and other county departments to insure the removal, collection, and disposal of debris. The locality will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to impede recovery operations for any longer than the absolute minimum period. To this end, **[Local Designee]** will stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for deployment of the equipment, and allow for the clearing crews to begin work immediately after the incident.
2. Local governments will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing will categorize contractors by their capabilities and service area to facilitate their identification by state agencies and local governments, as well as ensure their effective utilization and prompt deployment following the disaster. Where appropriate, the locality should expand ongoing contract operations to absorb some of the impact.
3. Sample contracts with a menu of services and generic scopes of work will be developed prior to the disaster to allow the locality to more closely

tailor their contracts to their needs, as well as expedite the implementation of them in a prompt and effective manner.

4. Local governments will be responsible for managing the debris contract from project inception to completion unless the government entities involved are incapable of carrying out this responsibility due to the lack of adequate resources. In these circumstances, other state and federal agencies will be identified to assume the responsibility of managing the debris contract. Managing the debris contract would include such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities.
5. Local governments will strive to enter into cooperative agreements with other state agencies and local governments to maximize the utilization of public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All state agencies and local governments who wish to participate in such agreements should be pre- identified prior to the agreement being developed and implemented. FEMA standards require that **Local Governments shall follow normal procurement procedures for debris management, removal and handling.**
6. Debris storage and reduction sites will be identified and evaluated by interagency site selections teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate local, state and federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.
7. Initially, debris will be placed in temporary holding areas until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the county administrator and will be coordinated with other recovery efforts through the local EOC. Where appropriate, final disposal may be to the county transfer station.
8. Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.
9. To facilitate the disposal process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The state and its political subdivisions will adopt the categories established for recovery operations by the Corps of Engineers. The categories of debris appear in Tab 1. Modifications to

these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event will be handled in accordance with federal, state, and local regulations. The [\[Local Designee\]](#) will be the initial contact for hazardous/toxic materials.

B. Organizations

1. As noted previously, [\[Local Designee\]](#), working in conjunction with other town and county departments will coordinate and direct the debris management process. This will be accomplished in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs of the locality following a disaster.
2. Due to the limited quantity of resources and service commitments following the disaster, the locality will be relying heavily on private contractors to fulfill the mission of debris removal, collection, and disposal. Utilizing private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting the work from state and local government entities to the private sector, freeing up government personnel to devote more time to their regularly assigned duties. Private contracting also stimulates local, regional, and state economies impacted by the incident, as well as maximizes state and local government's level of assistance from the federal government. Private contracting allows the locality to more closely tailor their contract services to their specific needs. The entire process (e.g., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out. Again, it is noted that FEMA standards require that **Local Governments shall follow normal procurement procedures for debris management, removal and handling.**

III. Responsibilities

A. Responsibilities

Coordinating Agency - [\[Insert Name of Agency/Individual\]](#)

1. Develop local and regional resource list of contractors who can assist local government in all phases of debris management
2. Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies
3. Develop mutual aid agreements with other state agencies and local governments, as appropriate

4. Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event
5. Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions
6. Develop site selection criteria checklists to assist in identification of potential debris storage sites
7. Identify and address potential legal, environmental, and health issues that may be generated during all stages of the debris removal process
8. Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs
9. Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims
10. Establish debris assessment process to define scope of problem
11. Develop and coordinate prescript announcements with Public Information Office (PIO) regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.
12. Document costs for the duration of the incident
13. Coordinate and track resources (public, private)
14. Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions
15. Perform necessary audits of operation and submit claim for federal assistance

Cooperating Agency - [Insert Name of Agency/Individual]

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Financial Management Support Annex

Coordinating Agencies

[Insert Name of Agency/Individual]

Cooperating Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. The Financial Management Support Annex provides basic financial management guidance for all participants in emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The financial management function is a component of Emergency Support Function (ESF) #5 – Emergency Management.
2. Financial Management processes and procedures ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established local, state and federal laws, policies and procedures.

B. Scope

1. This annex is applicable to departments and agencies that are participating and responding with assistance or relief as coordinated by **[Local Jurisdiction]** Office of Emergency Management.

C. Policies

1. The **[Local Jurisdiction]** Finance Departments
 - a. Will provide financial support in a timely manner
 - b. Assist and instruct agencies on recording expenses incurred during an incident
 - c. Work to provide areas in financial need with adequate support
 - d. Will use existing standards for accounting operations
 - e. Implement the necessary procedures to ensure an accurate account of expenses

II. Concept of Operations

A. General

1. In an emergency situation, as defined by the Emergency Operations Plan, the **[Local Designee]** will be responsible for expediting the process of procuring the necessary goods and services to support emergency operations; designating disaster account numbers(s) that disaster expenditures will be charged to, coordinating with department heads and the real estate assessor during the damage assessment and recovery phases of disaster operations; assisting in the development of applications for state and federal assistance; participating in the development and review of vendor contracts; developing, documenting, and providing financial data to the proper authorities, as necessary.
2. The **[Local Designee]** will meet with department directors to inform them of emergency authorities that will be delegated to them in order to make the necessary expenditures to address the situation in a timely manner. Department directors will also be informed of any assistance the central accounting office will provide. Department directors will be responsible for developing and maintaining accurate records and documentation to support all expenditures related to the disaster (e.g., personnel, equipment, facilities, contracts etc.). Department Directors will be responsible for keeping an accurate inventory of resources and identify potential needs for emergency/disaster situations. A listing of potential resource providers will be developed and maintained for anticipated equipment and service needs, as required. Mutual aid agreements and sample contract agreements will be developed to facilitate the receipt of assistance and expedite the procurement process during the response and recovery phases of disaster operations.
3. The accounting process followed by all departments will follow existing standardized procedures. All departments must adhere to established disaster accounting and finance procedures to minimize the potential for waste, fraud, and delays in processing requests, maximize state and federal assistance, and facilitate the documentation of disaster expenditures, the development of disaster cost statistics, and audits following the disaster.

B. Organization

1. **[Local Jurisdiction]**, may include, within the body of the Declaration of Local Emergency, authority to expend specific funds in support of disaster operations.
2. The **[Local Designee]** are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure an accurate accounting of disaster expenditures during all phases of disaster operations. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance.
3. The **[Local Designee]** will coordinate with all departments, government entities, and representatives from the private sector who support disaster

operations. This may involve working with other local jurisdictions which provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc.

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster
2. Provide training to familiarize staff with internal procedures, as well as federal and state disaster assistance requirements and forms
3. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand
4. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for disaster operations
5. Develop and maintain the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster
6. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures
7. Assist in finalizing damage assessment report
8. Review and revise real estate assessments based upon damages sustained to local infrastructure
9. Assist in the preparation and submission of government insurance claims
10. Identify and correct any shortfalls in emergency budget, accounting, and procurement procedures, as well as measures implemented to protect critical systems.

Cooperating Agency - [Insert Name of Agency/Individual]

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Information Technology Support Annex

Coordinating Agencies

[Insert Name of Agency/Individual]

Cooperating Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. This annex describes the framework through which the Local Information Technology Offices coordinate with other local agencies, to prepare for, respond to, and recover from emergencies or disasters. It ensures policymakers and responders at all levels receive coordinated, consistent, accurate, and timely technical information, analysis, advice, and technology support.

B. Scope

1. This annex:
 - a. Outlines roles and responsibilities for pre-incident and post-incident technology support;
 - b. Outlines a structure for coordination of technological support and response to incidents; and
 - c. Outlines a process to provide technical recommendations.

C. Policies

1. The underlying principles in coordinating technical support are as follows:
 - a. Planning employs the most effective means to deliver technical support, including the use of resources from the private sector and nongovernmental organizations, and resources owned or operated by local agencies;
 - b. Planning recognizes local and state policies and plans used to deliver and receive technical support.

II. Concept of Operations

A. General

1. The Local Information and Technology Offices are responsible for technical support and coordinates with other appropriate departments and agencies in response to an actual or potential emergency.

B. Organization

1. The Local Information and Technology Offices provide the core coordination for technical support capability. The local ITs work with local and state government, private sector, and nongovernmental organizations that are capable of providing technical information, analysis and advice, and state-of-the-art technology support.
2. Technology resource identification and standard operating procedures for accessing these resources will be developed using standard protocols. Mission assignments for technical needs are coordinated through ESF #5 – Emergency Management and passed on to the cooperating agencies for support.

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Orchestrating technical support to the locality;
2. Providing short-notice subject-matter expert assessment and consultation services;
3. Coordinating the technical operational priorities and activities with other departments and agencies;
4. Providing liaison to the local Emergency Operations Center (EOC);
5. In coordination with responsible agencies and when deemed appropriate, deploying emerging technologies;
6. Executing contracts and procuring technical support services consistent with the Financial Management Support Annex.

Cooperating Agency - [Insert Name of Agency/Individual]

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Logistic Management Support Annex

Coordinating Agencies

[Insert Name of Agency/Individual]

Cooperating Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. This annex provides an overview of logistics management functions, roles, and responsibilities. The logistics management function is an element of ESF #5 – Emergency Management. The logistics section coordinates closely with ESF #7 – Resource Support and implements the procedures of this annex.
2. Logistics Management must be prepared to coordinate with state and federal officials to obtain needed manpower and equipment resources during both the response period, when such assistance can save lives and protect property, and during the post-disaster recovery period, to help the victims of the disaster.

B. Scope

1. This annex:
 - a. Identifies the components of local, state, and federal logistics delivery structure
 - b. Provides a concept of operations for logistics management in support of the EOP
 - c. Describes how **[Local Jurisdiction]** coordinates logistics management with state and federal governments and the private sector

C. Policies

1. ESF #5 provides:
 - a. Staff for managing the control and accountability of supplies and equipment
 - b. Resource ordering
 - c. Delivery of equipment, supplies, and services
 - d. Resource tracking
 - e. Facility location and operations
 - f. Transportation coordination
 - g. Information technology system services

II. Concept of Operations

A. General

1. Logistics support is provided for prevention, preparedness, response, and recovery actions during all phases of incident management. Effective logistics management contributes to mission success while ensuring all functions are executed in a unified manner to reduce costs, ensure appropriate support actions, and increase response capability. Logistics Management will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster.
2. Critical resources will be in short supply or unavailable in the disaster stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be brought in from outside the disaster area.
3. Resource needs will be met through a variety of sources and means to include local, state, and federal governments, private industry/contractors, mutual aid agreements, and donated goods.

B. Organization

1. All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within the jurisdiction. All departments will coordinate their resource needs with the [Local Designee], who will then contact the [Local Designee] and [Local Designee].
2. [Local Designee] will be responsible for resource coordination of the physical recovery and debris removal. They will be assisted by, and work in conjunction with, a variety of local departments, state and federal agencies, private utility companies, contractors, heavy equipment operators, and waste management firms.
3. Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Resources can be categorized alphabetically, by hazard, or by response action. However, the process should be standard throughout all local departments to facilitate the development of a master resource listing. Redundancy will be built into the provider lists to ensure the availability of the resource when it is needed. The necessary Memoranda of Understanding, Mutual Aid Agreements and sample contracts will be developed prior to the disaster to facilitate access and delivery of critical resources.

4. Potential sites for local and regional resource collection, storage, and distribution centers must be identified and strategically located to facilitate recovery efforts. Standard
5. Operating Procedures (SOPs) will be developed to manage the processing, use, inspection and return of resources coming into the area. Priorities will have to be set regarding the allocation and use of the available resources, and training will be provided, as required, in the use of the specialized equipment.

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster
2. Designate local department(s) responsible for resource management
3. Identify personnel requirements and training needs to effectively carry out mission
4. Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources
5. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources
6. Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment
7. Develop SOPS to manage the processing, use, inspection, and return of resources coming into area
8. Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated)
9. Develop training/exercises to test plan, and to ensure maximum use of available resources
10. Coordinate and develop prescribed announcements with Public Information Office regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.)
11. Document costs and track resources
12. Establish priorities regarding allocation and use of available resources

Cooperating Agency - [Insert Name of Agency/Individual]

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]

Volunteer & Donations Management Support Annex

Coordinating Agencies

[Insert Name of Agency/Individual]

Cooperating Agencies

[Insert Name of Agencies]

I. Purpose & Scope

A. Purpose

1. The Volunteer and Donations Management Support Annex describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during disasters.

B. Scope

1. Volunteer services and donated goods in this annex refer to unsolicited goods, and unaffiliated volunteer services.

C. Policies

1. Local government, in coordination with VVOAD and has primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.
2. The donation management process must be organized and coordinated to ensure the citizenry is able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of emergency operations.
3. The Emergency Management Coordinator also:
 - a. Coordinates with other agencies to ensure goods and resources are used effectively
 - b. Looks principally to those organizations with established volunteer and donation management structures
 - c. Encourages cash donations to recognize non-profit voluntary organizations
 - d. Encourages individuals to participate through local Citizen's Corps and/or affiliate with a recognized organization
 - e. Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance.

II. Concept of Operations

A. General

1. Volunteer and Donations Management operations may include the following:
 - a. A Volunteer and Donations Coordinator
 - b. A phone bank
 - c. A coordinated media relations effort
 - d. Effective liaison with other emergency support functions, state and federal government officials
 - e. Facility Management Plan
2. Donated Goods Management Function
 - a. Management of unsolicited donated goods involves a cooperative effort by local, voluntary and community based organizations, the business sector and the media.
 - b. Local government, in conjunction with voluntary organization partners, is responsible for developing donations management plans and managing the flow of donated goods during disaster operations.
3. Volunteer Management Function
 - a. Management of unaffiliated volunteers requires a cooperative effort by local and voluntary and community based organizations, such as Citizen Corps, faith-based organizations, the private sector and the media.
 - b. Local government, in partnership with voluntary organizations, is responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery.

B. Organization

1. **[Local Jurisdiction]** will identify sites and facilities that will be used to receive, process, and distribute the unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by local government and volunteer organizations, as required.
2. **[Local Jurisdiction]** will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at the Shelter Centers.
3. Standard operating procedures will be developed to address screening, processing, training, and assignments of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills

or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained.

III. Responsibilities

A. Responsibilities

Coordinating Agency - [Insert Name of Agency/Individual]

1. Identify potential sites and facilities to manage donated goods and services being channeled into the disaster area
2. Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites
3. Assign the tasks of coordinating auxiliary manpower and material resources
4. Develop procedures for recruiting, registering and utilizing auxiliary manpower
5. Develop a critical resources list and procedures for acquisition in time of crisis
6. Develop procedures for the management of donated goods
7. Receive donated goods
8. Assist with emergency operations
9. Assign volunteers to tasks that best utilize their skills
10. Compile and submit totals for disaster-related expenses

Cooperating Agency - [Insert Name of Agency/Individual]

- [Insert Role]
- [Insert Role]
- [Insert Role]

IV. Memorandums of Understanding/Mutual Aid Agreements

[Insert MOU/MAA Here]

V. Authorities & References

A. Authorities

[Insert Authorities]

B. References

[Insert References]